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Human  
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## WHO WE ARE

The Joint Research Centre (JRC) is one of the Directorates-General (DGs) of the European Commission. Its mission is to provide independent, evidence-based knowledge and science, supporting EU policies to positively impact society.

The JRC is located in five countries on six different sites (Ispra, Seville, Brussels, Geel, Karlsruhe and Petten), employs around 2600 staff for all sites and around 360 staff members for the JRC Seville site.

## WHERE WE ARE

JRC Seville is based in the province of Seville, in the autonomous community of Andalusia. The JRC Seville site is located on the Island of the Cartuja, a central neighbourhood in the city of Seville, famous for hosting the universal exhibition Expo '92.

Seville is the biggest city in the province and in the autonomous community, with a population of around 680 000 inhabitants.

Seville is a very beautiful historical city, full of monumental heritage, and a very nice one to live in, given its relatively low cost of living, its vibrant lifestyle and the good choice of means of public transport. It is also a very bicycle-friendly city.

Named the Capital of Andalusian culture and music by UNESCO, Seville has a lot to offer in terms of cultural events, ranging from flamenco, jazz and international bands' concerts to contemporary dance festivals, film festivals, sporting events and fashion shows. Seville is also famous for the 'Bienal de Flamenco', a vibrant celebration of this quintessentially Spanish art form. The April Fair (Feria) and the Holy Week (Semana Santa) have a special place in the wide cultural agenda of the city.

The climate in this area is known to be Mediterranean, with mild winters and hot, dry summers.

Seville is surrounded by the [Sierra Morena Nature Reserve](#) and [Doñana National Park](#) and the closest beaches, on the Atlantic coast, are located around 100 km from the city.

The particular location of Seville and the fact that the Guadalquivir River crosses the city offer various opportunities for leisure pursuits such as nautical activities in the river or the ocean in the summer to hiking in the natural parks in the winter.



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## ARRIVING IN SPAIN

### HR FOR JRC WELCOME OFFICE

The Human Resources unit has a Welcome Office located at the JRC Seville site and can assist you with administrative procedures. Do not hesitate to contact the HR Welcome Office at JRC Seville for any question you might have regarding your upcoming relocation.

It is recommended to arrive in Spain with valid passports and/or identity cards and to have your documents (marriage certificate, birth certificate for children if applicable) in a multilingual format or, if not possible, apostilled.

Upon arrival at the JRC Seville site, you will be invited to a Welcome induction programme, which will allow you to get to know the European Commission, the JRC and the JRC Seville site better.

Contact details: +34 854 59 03 30  
E-mail: [HR-JRC-SVQ-SELECTION-RECRUITMENT@ec.europa.eu](mailto:HR-JRC-SVQ-SELECTION-RECRUITMENT@ec.europa.eu)

## ADMINISTRATIVE PROCEDURES

### ■ NIE

The NIE (Número de Identidad de Extranjero) is a foreign resident registration number essential for all foreigners living in Spain. You need it for every contract you sign and some purchases/transactions (e.g. opening a bank account, renting an apartment). Therefore, obtaining a NIE will be one of the first things on your to-do list once you arrive in Spain.



### ■ How to obtain a NIE

The NIE is issued by the 'Oficina de Extranjería'. To obtain a NIE, EU citizens have to provide a copy of their passport or national identity card, proof of health insurance, an employment contract and an address in Spain.

The HR Welcome Office at JRC Seville will assist you and your family members to obtain a NIE. Some of the documents required (marriage certificate, birth certificates for children) need to be in a multilingual format or apostilled in the country of issue.

You can find more information about the 'Oficina de Extranjería' services at [policia.gob.es](http://policia.gob.es)

### ■ Registering as a resident

Statutory staff members (and their family members if applicable) are obliged to register or empadronarse in Spain, in one of the offices of the local town hall (Ayuntamiento).

This can only be done once the NIE has been obtained. You can find more information on how and where to do this in Seville at: <https://www.sevilla.org>

EU citizens are allowed to stay in an EU Member State for a period of up to 90 days without the need to register with the national authorities.

### ■ Non-EU citizens

Staff members of non-EU nationality must request the Spanish residence permit for themselves and their family members and need to arrive in Spain with a visa issued by a Spanish Embassy/Consulate in their country of origin. If this is your case, please contact the HR Welcome Office at JRC Seville at least two months before your arrival for assistance with the visa procedure. Passports with a validity of at least 2 years and the work contract are required for this purpose.

### ■ Family members – non-EU citizens

Non-EU citizens married to EU citizens have to request permission to live in Spain with their spouse. They may obtain a residence card for an EU relative. HR for JRC Seville will help you to obtain this card. You can find more information on this at: [Tarjeta de residencia de familiar ciudadano U.E.](#)

### ■ Non-statutory staff

Non-statutory non-Spanish staff (grantholders, seconded national experts) have to register as a resident at their local town hall (Ayuntamiento) providing an ID document, NIE and any other documents which may be required (e.g. apartment rental contract). The HR Welcome Office at JRC Seville can assist you with the procedure for obtaining a NIE.

## AT JRC SEVILLE

### JRC SEVILLE MEDICAL SERVICE

The JRC Seville Medical Service provides staff with consultations on ergonomics, workplace health and annual medical examinations or assistance with emergencies during working hours.

### HEALTH INSURANCE

JRC statutory staff members (and under certain conditions their family members) are covered by the Joint Sickness and Insurance Scheme (JSIS). The JSIS monthly contribution is paid directly from the statutory staff member's salary.

Family members arriving in Spain are required to have health coverage either via their national health system (for example the S1 form) or a private health insurance until JSIS membership assessment has been finalised.

Non-statutory staff members are not covered by JSIS and will receive information in this regard from the competent HR service.

## LIVING IN SEVILLE

### OPENING A BANK ACCOUNT

If you wish to open a bank account (cuenta corriente) the bank will require your NIE and a valid identification document (usually passport).

### LUNCH OPTIONS

Commission staff assigned to the JRC Seville site are entitled to a voucher for a certain amount for lunch every working day in restaurants that have an agreement with JRC Seville.

There are several: one cafeteria and one restaurant in the same building as JRC Seville and others very close to the site.

### LEISURE AND SPORTS CLUBS

JRC Seville has a variety of leisure and sports clubs. This is an excellent way to get to know your colleagues and make new friends.

JRC Seville may also establish agreements with local sports centres.

### SPANISH COURSES

JRC Seville offers Spanish language courses at work both in person and online.

Seville offers also various options for studying Spanish:

- public language school at a very low fee ([www.eoisevilla.com](http://www.eoisevilla.com)),
- private language schools in the area.

It is advisable to contact the bank beforehand and arrange an appointment.

One of the Spanish banks has an office in the same building as JRC Seville and there are other banks in the nearby surroundings.

## RENTING ACCOMMODATION

JRC staff may choose to live in the city of Seville or small towns close to the Island of the Cartuja. HR Seville Welcome Office can offer guidance in terms of housing ahead of your arrival in Seville.

In order to get a better idea of the offer and prices on the market, you may also want to visit some of the Spanish real estate search engines. The main ones are: [Idealista](#) and [Fotocasa](#).

JRC Seville Support Services can offer, upon request, advice and guidance regarding rental contracts.

## CHILDCARE & SCHOOLING

There is a good offer in terms of international schools in Seville, with one very close to our site. Spain also gives access to its national public school system.

There is a wide network of publicly funded schools (either owned by the government or agreed with private institutions) which teach in Spanish with some English/French reinforcement. Public and “semi-public” schools in Seville are managed by the Junta de Andalucía.

Many of these publicly funded schools offer childcare services (“servicio de guardería”) from 0 to 3. They are called “Centros de Educación Infantil”.

You can find the full list at the [Consejería de Educación](#). Use the advanced search option and mark the location you prefer.

## JOB OPPORTUNITIES FOR FAMILY MEMBERS

Sites like [Linkedin](#), [Empleate.gob.es](#), [Camara de Sevilla](#), [Infojobs.net](#), [Indeed.com](#) can be of help when searching for a job.

Living and working in the area often requires a good command of Spanish and it is recommended to consider taking Spanish classes (see the section “Spanish Language” below). However, being a native speaker of another language is of course an advantage when applying for positions targeted at foreign customers/ markets.

## TRAINS

Seville is well connected by train to the rest of the country. There are high-speed trains to Spain’s main cities such as Madrid, Barcelona, Valencia, Zaragoza and Alicante. There are also commuter trains connecting places within the province and beyond to the city. The main train station is Sevilla Santa Justa.

Timetables and fares of trains are accessible at the websites [Renfe](#), [Avlo](#) and [Iryo](#).

## AIRPORTS

The closest airports are Seville (SVQ), 12 km away from the city centre, Jerez (XRY), 86 km, and Malaga (AGP), 220 km away from Seville. All of them are international airports.

## PUBLIC BUSES

Buses in the city of Seville are operated by Tussam. For information on lines, timetables and fares, visit: [www.tussam.es](http://www.tussam.es).

There is a bus stop in front of the main entrance of the Expo building where the JRC Seville site is located.

Buses connecting the metropolitan area of Seville with the town centre are operated by the Consorcio de Transporte Metropolitano ([www.ctas.es](http://www.ctas.es)) and the bus station is Plaza de Armas, 10 minutes’ walk from JRC Seville.

## TRAM AND UNDERGROUND

There are other means of transport available in the city such as the underground ([www.metro-sevilla.es](http://www.metro-sevilla.es)) or the tram ([www.tranvia.net/metrocentro-de-sevilla](http://www.tranvia.net/metrocentro-de-sevilla)).

## BICYCLES

Since Seville offers a cycle rail network of 160 km, many people choose bicycles to get to/from JRC Seville and around the city. There is also a bike rental system provided by the local administration. For renting stations and fares, see [www.sevici.es](http://www.sevici.es).

There is bicycle parking space available for staff on site.

## PRIVATE CAR

According to Spanish law, residents cannot drive a car with a foreign number plate. Once you become a resident, you have 30 days to register your car with the Spanish authorities and change your number plates. You can request a temporary plate while the process is under way.

There is car parking available for staff on site during working hours.

## DRIVING LICENCE

A driving licence obtained in an EU Member State is valid for driving in Spain as long as it is in date. Before it expires, you must take the necessary administrative steps to renew it. For more information on the renewal process, please consult: [DGT - Canjes de permisos extranjeros](http://DGT - Canjes de permisos extranjeros).

## CAR INSURANCE

All motor vehicles in Spain must have insurance (seguro). Once you have registered your car in Spain, any foreign car insurance becomes invalid and you must obtain a Spanish insurance policy.



## SIGHTSEEING

Tourist information about the city of Seville may be found on Spain's official tourism website and the Sevilla City Office's website:

<https://www.spain.info/en/destination/seville/>

<https://visitasevilla.es/>

Tourist information about the region of Andalusia may be found on the Junta de Andalusia's official tourism website:

<https://www.andalucia.org/es/inicio>



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## USEFUL INFORMATION FOR NEWCOMERS

HR and Support Services at JRC Seville offer advice and guidance in areas such as:

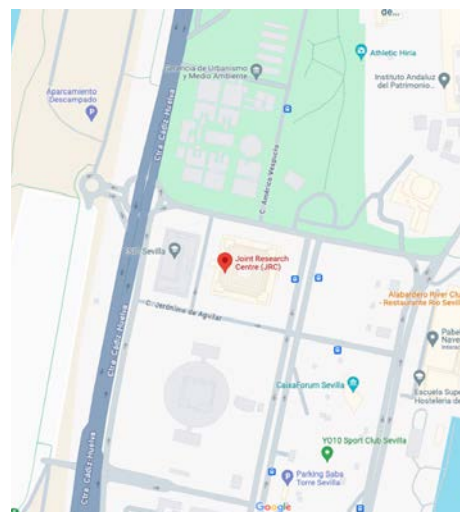
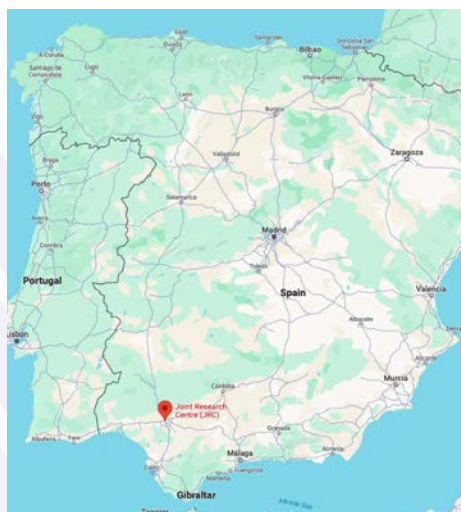
- Local health providers & hospitals
- Spanish administrative procedures
- Basic legal and tax advice
- Spanish education system
- Rental contract and housing advice
- Basic information on EC administrative statutory staff procedures.

All consultations are treated confidentially.



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*On behalf of the JRC Seville, we are looking forward to welcome you soon!*



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